

BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606

KAFB INSTRUCTION 36-3002

10 FEBRUARY 1999

Personnel

**COMMISSARY AND EXCHANGE PURCHASE
AGENTS**



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This instruction implements Air Force Policy Directive 36-30, *Military Entitlements* and Air Force Instruction 36-3026, *Identification Cards*. It establishes procedures to allow authorized commissary or exchange patrons to designate an individual to make purchases on their behalf or to accompany them while shopping in certain situations. The designation applies to facilities under the cognizance of the local base commander who authorized issuance of the agent pass.

1. General. Air Force Instruction 36-3026 does not authorize the issuance of a DD Form 1173, **Uniformed Services identification and Privilege Card**, to a nondependent agent. The Military Personnel Flight (MPF), 377 MSS/DPM Customer Service Element will maintain control and issuance of the agent-pass program. Use KAFB Form 202, **Commissary-Exchange Entry/Purchase Authorization**, for this purpose. MPF will only issue KAFB Forms 202 to those individuals meeting the criteria below.

2. Eligibility.

2.1. Military members who are assigned overseas, deployed, or otherwise unable to shop for their dependent child; retirees (with pay) and their dependents; one-hundred percent disabled veterans, their dependents, and survivors; Medal of Honor recipients, their dependents, and survivors. It also includes unremarried or unmarried former spouses previously enrolled in the Defense Eligibility Enrollment Reporting System (DEERS); survivors of active-duty members; and active-duty retired members.

2.2. Members of the retired reserves who have reached their 60th birthday and dependents of retired reservists who have qualified for retired pay at age 60, but have not yet reached age 60.

2.3. Individuals who are unable to shop due to disability are also eligible.

2.4. A spouse who is unable to shop due to illness.

3. Documentation required .

- 3.1. The designated individual (agent) must possess a valid photo ID card.
- 3.2. Individual must include a typewritten letter (medical stationery) from a physician that provides diagnosis and duration of the disability.
- 3.3. Include current ID card of authorized patron requiring an agent.

4. Period of Authorization . The physician must clearly state the effective period of the medical condition on the letter. MPF customer personnel will validate eligibility on the KAFB Form 202. MPF will reissue cards annually. The effective period must not exceed one year.

5. Form Prescribed. KAFB Form 202, **Commissary-Exchange Entry/Purchase Authorization .**

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